

U.S. Department of Justice
Drug Enforcement Administration



ARCOS REGISTRANT HANDBOOK

Office of Diversion Control

Version 1.0 August 1997

PLAINTIFFS TRIAL
EXHIBIT

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ARCOS REGISTRANT HANDBOOK
SUMMARY OF REPORTING CHANGES

- Transaction Code is new. Transaction Codes 5, R, and V have new meanings.
- Transaction date can be outside the period covered when a transaction is identified as a late (insertion), deletion, or adjustment transaction or when a correction number is entered.
- The Lot Number field has been replaced by the correction number field.
- The Submission Control form has been eliminated and replaced by the bar code label.
- Delete Indicator has been renamed “Action Indicator.” The permissible entries in the Action Indicator field are D, A, and I.
- Mixed media reporting, automated and manual, is no longer accepted. Corrections must be included with regular monthly or quarterly reports rather than being submitted separately.

**DRUG ENFORCEMENT ADMINISTRATION
OFFICE OF DIVERSION CONTROL
DRUG OPERATIONS SECTION
ARCOS UNIT**

*Notice: This contact information has been updated as of February
2000*

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PART I: GENERAL INFORMATION

SECTION 1 ARCOS OVERVIEW

SECTION 2 REPORTING REQUIREMENTS

SECTION 3 REPORTING MEDIA

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SECTION 1.0

ARCOS OVERVIEW

1.1 WHAT IS ARCOS?

1.1.1 ARCOS Defined

The Automation of Reports and Consolidated Orders System (ARCOS) is the automated system developed by DEA to monitor selected controlled substances. ARCOS software enables the government to maintain a current and historical record of selected controlled substance inventories and transactions from the point of manufacture to the point of sale, distribution, or other disposition, and finally, to the dispensing (consumption) level.

1.1.2 Authority for ARCOS

Manufacturers and distributors **must** periodically report to DEA (ARCOS) their inventories of selected controlled substances and increases and decreases to the inventories of these substances. Reporting is mandated under the Code of Federal Regulations (CFR), 21 CFR 1304. A copy of the CFR can be purchased from the Government Printing Office. The address and phone number are:

U.S. Government Printing Office
Superintendent of Documents, Mail Stop: SSOP
Washington, D.C. 20402-9328

Phone: (202) 512-1800

1.2 ARCOS' RELATIONSHIP TO DRUG INVENTORY AUDIT

DEA has the capability to perform analyses on filled order form data (DEA Form 222), since ARCOS captures and stores this information. This increases the federal government's ability to detect potential diversion situations.

1.3 ARCOS' RELATIONSHIP TO UNITED NATIONS

DEA is responsible for fulfilling United Nations' treaty obligations which relate to the international control of certain narcotic drugs and psychotropic substances. ARCOS software provides automated consumption, manufacturing, and inventory data which serve as a basis for establishing the United States' estimates of medical and scientific needs and the establishment and maintenance of inventories. The United States submits these estimates annually to the United Nations' International Narcotics Control Board (INCB), in Vienna, Austria. The INCB uses the United States' estimates to determine worldwide estimates.

DEA also sets annual manufacturing and procurement quotas for Schedules I and II controlled substances under the United States Controlled Substances Act. These quotas cannot be exceeded during the calendar year for which they are given. DEA submits annually to the INCB statistics on the United States' consumption, manufacturing, and year-end inventories of the narcotic drugs and psychotropic substances which are controlled under the 1961 and 1971 Conventions.

1.4 REPORTING: WHO and WHAT

Manufacturers and distributors are required to report controlled substance inventories and transactions as follows:

- a. Manufacturers of bulk and/or dosage form controlled substances
 - *Inventories*
 - All controlled substances in Schedules I and II
 - All narcotic controlled substances in Schedule III
 - Selected psychotropic controlled substances in Schedules III and IV (see list in Section 6, Manufacturing Activities)
 - *Acquisitions*
 - All controlled substances in Schedules I and II

- All narcotic controlled substances in Schedule III
 - *Dispositions*
 - All controlled substances in Schedules I and II
 - All narcotic controlled substances in Schedule III
 - *Manufacturing Activities*
 - All controlled substances in Schedules I and II
 - All narcotic controlled substances in Schedules III
 - Selected psychotropic controlled substances in Schedules III and IV (see list in Section 6, Manufacturing Activities)
- b. Manufacturers that **only** label, relabel, package, or repackage controlled substances
- All controlled substances in Schedules I and II
 - All narcotic controlled substances in Schedule III
- c. Distributors of bulk and/or dosage form controlled substances
- All controlled substances in Schedules I and II
 - All narcotic controlled substances in Schedule III

1.4.1 Submitting Report

DEA recommends that each ARCOS report be sent by United States Postal Service certified mail, along with a return receipt requested card, PS Form 3811, December 1994 (green card). Irrespective of the delivery method, DEA (ARCOS) **must** receive the report by the 15th day of the month following the close of the reporting period.

Otherwise, your company could appear in a delinquent reporting status. If time constraints dictate a faster delivery method, overnight mail or a courier service may be used. Both the normal mailing address for DEA and the address for courier or overnight mail are located on the contact information page at the front of this handbook. Exhibit 1.1: Receipt Deadlines, illustrates the deadlines by which DEA (ARCOS) **must** receive the monthly or quarterly

ARCOS reports.

SAMPLE DEA RECEIPT DEADLINES FOR ARCOS REPORTS		
Reporting Period End	Reporting Frequency	Reporting Deadline
February 28th	Monthly	March 15th
September 30th	Monthly	October 15th
September 30th	Quarterly	October 15th

Exhibit 1.1: Receipt Deadlines

1.5 WHO MUST *NOT* REPORT?

Individuals, firms, or institutions that hold a DEA registration and are listed in Exhibit 1.2: Registrants ***Not*** Required to Report, ***must not*** report to DEA (ARCOS) their controlled substance inventories or transactions.

WHO MUST NOT REPORT TO ARCOS?
Practitioners
Pharmacies
Hospitals or Clinics
Teaching Institutions
Analytical Laboratories
Researchers
Narcotic Treatment Programs
Importers
Exporters

**Exhibit 1.2: Registrants *Not*
Required to Report**

1.6 MULTIPLE REGISTRATIONS

DEA issues a ***separate*** registration to manufacturers and distributors of controlled substances for ***each*** location in which controlled substance activity occurs. Therefore, manufacturers and distributors may hold multiple registrations ***simultaneously***. Each individual registration is identified by a unique registration number. Those firms holding multiple registrations need to make certain that the DEA registration number (*reporting registrant number*) used in reporting controlled substance transactions ***corresponds*** to the location where the activity occurred.

If a firm holds a DEA registration as a manufacturer and/or distributor of controlled substances and, in addition, holds a registration as an enterprise listed in Section 1.5, Who Must Not Report, the firm is ***only*** required to report to DEA (ARCOS) controlled substance transactions and inventories that pertain to its registration as a manufacturer and/or distributor.

Example:

A firm holds a registration as an importer of controlled substances and ***simultaneously*** holds a second registration as a distributor of controlled substances. Only the inventories and transactions of the distributor are reportable to DEA (ARCOS). Additionally, when reporting the distributor's inventories and transactions, the firm ***must*** be certain to use ***only*** the distributor's registration number as the reporting number.

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SECTION 2.0

REPORTING REQUIREMENTS

2.1 GENERAL REPORTING REQUIREMENTS

Manufacturers and distributors are required to report their annual inventories of specific controlled substances and increases and decreases in these inventories to DEA (ARCOS). The CFR requires that an **annual** inventory of each reportable controlled substance be taken on December 31st of each year and filed with DEA (ARCOS) **no later than January 15th** of the following year. *Increases and decreases* in the inventory of **each** reportable controlled substance **must** be reported on a monthly or quarterly basis and filed with DEA (ARCOS) **no later than the 15th of the month** following the end of the reporting period.

2.2 RETAINING COPIES

A copy of each ARCOS report submitted to DEA **must** be kept for two (2) years after the last day of the reporting period. ARCOS output such as error listings, delinquency letters, etc. **must** also be kept for two (2) years.

2.3 REPORTING MEDIA

ARCOS reports may be submitted on magnetic diskette, magnetic tape or cartridge, or DEA Form 333. Each registrant may select the reporting media which is best suited to its organization. However, data reported on magnetic media will generate fewer errors than data manually coded on DEA Form 333. Detailed instructions concerning the use of each of these media for ARCOS reports are given in Section 3, Reporting Media.

2.4 REPORTING FREQUENCY

ARCOS registrants may choose **either** a monthly or a quarterly reporting frequency. The reporting frequency must be the **same** for a central reporter and **all** of its subsidiaries. Those registrants wishing to change their reporting frequency **must** obtain **written** authorization from DEA (ARCOS) **before** submitting reports according to the new frequency. A written request to change the reporting frequency **must** be submitted on company letterhead and may be sent by mail or fax to the Data Systems Unit (ARCOS). The address and fax phone number are located on the contact information page at the front of this handbook.

2.5 TRANSMITTAL INFORMATION

The Submission Control Form is no longer required. It has been replaced by a bar code label. See Section 3, Reporting Media, for bar code label instructions.

2.6 ARCOS REGISTRANTS AND REPORTERS

An ARCOS registrant is a manufacturer or distributor required to report controlled substance inventories and transactions to DEA (ARCOS). An ARCOS reporter is an entity that files controlled substance transaction and inventory reports with DEA (ARCOS). A reporter may or may not hold a DEA registration. There are three types of ARCOS reporters: (1) single reporters, (2) registered central reporters, and (3) non-registered central reporters.

2.6.1 Single Reporter

An ARCOS registrant reporting **only its own** controlled substance transactions and inventories to DEA (ARCOS) is a single reporter. If an ARCOS registrant is a subsidiary of a larger corporate entity and submits its own ARCOS reports, it **must** follow the instructions for a **single reporter**.

2.6.2 Registered Central Reporter

A registered central reporter **has** a DEA registration as a manufacturer or distributor and reports controlled substance transactions and inventories for **itself and other** ARCOS registrants within its corporate structure.

2.6.3 Non-registered Central Reporter

A non-registered central reporter **neither** manufactures **nor** distributes controlled substances, **does not** have a DEA registration, and **does not** have controlled substance transactions or inventories, **but reports** the controlled substance transactions and inventories of the ARCOS registrants within its corporate structure.

2.6.4 Pre-batch Central Reporter

The pre-batch central reporter became an **obsolete category** with the reporting period beginning January 1, 1997. Beginning with the first reporting period in calendar year 1997, a **control record** replaced the batch header card. On January 1, 1997 each former pre-batch central reporter became either a registered central reporter or a non-registered central reporter.

2.7 CENTRAL REPORTING

An ARCOS registrant may submit reports for one or more of its registered locations by obtaining a central reporting identifier number from DEA (ARCOS). This number constitutes authorization from DEA (ARCOS) to report from a central location. The central reporting identifier number is used for internal control by the Data Systems Unit (ARCOS) only.

2.7.1 Applying

A written request for authorization to submit ARCOS reports from a central location **must** be

sent to the Data Systems Unit (ARCOS) on company letterhead. Mail or fax the request to the address or fax phone number listed on the contact information page at the front of this handbook. Each request **must** contain the following information:

- a. Name of the firm responsible for central reporting.
- b. DEA registration number of the firm responsible for central reporting, if any. Reports can be submitted centrally from a non-registered location.
- c. Address of the central reporting location. All mail will be returned to the central location **unless** DEA is given written instructions to send correspondence to each reporting address.
- d. Name, DEA registration number, and address of each location for which reports will be submitted from the central location.
- e. Name and telephone number of the individual at the central reporting location to contact regarding any ARCOS reporting problems.

2.7.2 Issuing

The Data Systems Unit (ARCOS) needs approximately one (1) month to issue a central reporting identifier number. Your firm will be notified once the number has been issued. Do **not** submit any ARCOS reports as a central reporter until you have received the central reporting identifier number.

3

SECTION 3.0

REPORTING MEDIA

3.1 REPORTING MEDIA TYPES

ARCOS registrants may report controlled substance transactions by using DEA Form 333 (manual reporting) or by using a magnetic tape reel, magnetic diskette, or magnetic tape cartridge (automated reporting). Both methods report the same information in slightly different formats. DEA supplies Form 333 to ARCOS registrants employing the manual reporting method. Those registrants reporting on magnetic media must supply their own tape reels, tape cartridges, or diskettes. DEA returns magnetic media, but does **not** return Form 333.

DEA **strongly encourages** ARCOS registrants to submit their reports on magnetic media to facilitate timely and accurate processing. **Each** ARCOS report, whether submitted on DEA Form 333 or magnetic media, **must** have a bar code label.

3.2 CONFORMING TO SPECIFICATIONS

Media which do not conform to the specifications in this section will be returned unprocessed. ***Failure to submit ARCOS reports on time and on media which adheres to these specifications could result in your firm appearing in a delinquent reporting status.***

3.3 LABELING MEDIA

The Data Systems Unit (ARCOS) uses a bar code labeling system to track ARCOS reporting media. The bar code label replaces the Submission Control Form and all external labels that have been used previously. Exhibit 3.1: ARCOS Bar Code Label, illustrates this new label. The labels contain each ARCOS registrant's DEA registration number and the first 20 characters of the company's name. **Non-registered central reporters** have been assigned a pseudo-registration number **for bar code use only**. The label also contains a 3-digit bar-coded identifying number which permits each piece of magnetic media or **group** of DEA Form 333 coding sheets to be uniquely identified. **One label** must be placed on **each** magnetic tape reel or cartridge and on each magnetic diskette submitted to DEA. For DEA Form 333 **one label only** must be placed on the **first page** of each **group** of forms. Specific instructions for applying the bar code label are included in the detailed discussions for each type of media.

DEA provides each ARCOS registrant with an initial supply of 18 self-adhesive, ARCOS bar code labels. When our records indicate that you have used 12 labels we will send more. If labels are lost or destroyed, additional labels may be ordered by telephone or fax from the Data Systems Unit (ARCOS). Voice phone and fax phone numbers are located on the contact information page at the front of this handbook.

3.3.1 Completing Label

See Exhibit 3.1: ARCOS Bar Code Label, for the sample label.

“From” Block:

Write the month, first day and last two digits of the year for the **beginning** of the period covered by this ARCOS report.

Format: MMDDYY

EXAMPLE: April 1, 1997 is written as 040197.

“To” Block:

Write the month, last day and last two digits of the year for the **ending** of the period covered by this ARCOS report.

Format: MMDDYY

EXAMPLE: April 30, 1997 is written as 043097

“Note” Block -

Use this space to write any miscellaneous information about the ARCOS report you are submitting.



 000000000		DEA ARCOS  000														
ACME PHARMACEUTICALS																
From	To															
<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								
Note:																

Exhibit 3.1: ARCOS Bar Code Label

3.4 PACKING MEDIA FOR MAILING

Media **must** be securely packed and wrapped to prevent damage while in transit to DEA (ARCOS).

3.5 QUESTIONS

Questions about reporting media may be directed to the Data Systems Unit (ARCOS) by letter, telephone, or fax. The address, phone number, and fax number are located on the contact information page at the front of this handbook.

3.6 MANUAL REPORTING

ARCOS registrants reporting manually ***must*** use DEA FORM 333. This form is a 2-part, 80-column coding sheet supplied by DEA (ARCOS). See Exhibit 3.2: DEA Form 333, for an illustration.

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P-23654 _ 00030

3.6.1 Additional Forms

ARCOS reports submitted on photocopies of DEA Form 333 will **not** be accepted. Registrants may order DEA Form 333 by: (1) telephone, (2) fax, or (3) including a *transaction code F* in their next monthly or quarterly ARCOS report. A maximum of 500 copies of DEA Form 333 may be ordered at any one time. See Section 5, Transaction Record for *transaction code F* instructions. Voice phone and fax phone numbers are located on the contact information page at the front of this handbook.

3.6.2 Entry of Data

DEA Form 333 **must** be completed in pencil **only**. Forms completed in other than pencil will **not** be accepted. A number 2 or medium soft lead pencil should be used. Be sure that the pencil used leaves an impression which is easily read. **Careful forming of letters and numbers will lessen the chance of errors.** An example of how each alphabetic or numeric character must be written is printed at the top of the form. There **must** be no written comments on the DEA Form 333.

3.6.3 Page Numbering

3.6.3.1 Single Reporters

Each page of the **manual** ARCOS report must include the current, sequential page number and the total number of pages in the report. This information is recorded in the upper right-hand corner of DEA Form 333 in the spaces after the words "**Page _____ of _____.**" A manual report which contains 28 separate pages will be numbered "Page 1 of 28," "Page 2 of 28," "Page 3 of 28," etc. Exhibit 3.3: DEA Form 333 Page Numbering, illustrates the numbering.

↓

Page 1 of 20

OMB Approval
No. 1117-0003

**ARCOS TRANSACTION
REPORTING**

DRUG ENFORCEMENT ADMINISTRATION

For this collection of information is
one per response, including the time
searching existing data sources,
the data needed, and compiling
of information. Send comments
late or any other aspect of this
collection, including suggestions for reducing
the burden of this collection of information, to the
Washington, D.C. 20537, and to the
Budget, Paperwork Reduction
Project, Washington, D.C. 20503.

0 1 2 3 4 5 6 7 8

Number Number Number Number Number Number Number Number Number

REPORTING REGISTRANT
NUMBER

FIELD 1

Y C D O C
M O N I T O R
I N G

LABILER
CODE

STRENGTH

TRANSACTION DATE

TRANSACTION
IDENTIFIER

PLA MO DAY

10 11 12 13 14

Exhibit 3.3: DEA Form 333 Page Numbering

3.6.3.2 Central Reporters

A central reporter ***must consecutively number*** all the pages of DEA Form 333 being submitted. This requirement applies to a central reporter submitting reports for itself and subsidiaries as well as to a central reporter submitting reports solely for its subsidiaries.

Example:

A central reporter submits three reports, the first report contains 15 pages, the second report contains five (5) pages, and the third report contains two (2) pages. The three reports have a total of 22 pages among them. Exhibit 3.4: Central Reporter Page Numbering, illustrates how these pages are to be numbered.

DEA Form 333 Page Numbering: Central Reporter

First Report:	"Page 1 of 22, Page 2 of 22...Page 15 of 22."
Second Report:	"Page 16 of 22, Page 17 of 22...Page 20 of 22."
Third Report:	"Page 21 of 22" and "Page 22 of 22."

Exhibit 3.4: Central Reporter Page Numbering

3.6.4 DEA Form 333: Applying Label

Each ARCOS report submitted on DEA Form 333 by a single reporter and ***each group*** of reports submitted by a central reporter ***must*** be identified by ***one, single*** bar code label. The label ***must*** be placed on the ***first page*** of each report or ***group*** of reports.

Example: Single Reporter

A single reporter submits a report containing 30 pages. One bar code label is placed on the ***first*** page of this 30-page report.

Example: Central Reporter


In Exhibit 3.4: Central Reporter Page Numbering, located on the previous page, the central reporter is submitting three reports. However, **only one (1)** label is required! This label is placed on the first page of this group of reports.

3.6.4.1 Label Placement

Exhibit 3.5: Positioning Label on DEA Form 333, located on the following page, illustrates the placement of the bar code label.

reporting media/section 3.0

Place bar code label over the "Public reporting burden" paragraph on the first sheet of the group of coding sheets.



ARCOS TRANSACTION REPORTING
DRUG ENFORCEMENT ADMINISTRATION

MAILING INSTRUCTIONS
Persons duplicate the year records.
Mail the Original or completed form to:
Drug Enforcement Administration
ARCOS
P.O. Box 20295
Washington, D.C. 20020 - 0295

INSTRUCTIONS FOR CODING FORM
1. Characters should be printed neatly and conform as closely as possible to examples below.
2. All fields on the transaction except the transaction code (Field 2) and the report code (Field 3) are capable of being duplicated without using the arrow field as exemplified above. It is necessary that the first different character in each field to be duplicated be added using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

Put name for gene and map each on the gene P-1

action is the times period, resulting invariants. If this information is, therefore, in the action

Page 1 of 20
DEA Approval No. 1112 - 0000

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z * = ~~K~~ ~~L~~ ~~M~~

Exhibit 3.5: Positioning Label on DEA Form 333

arcos registrant handbook/version 1.0

August 1997

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3.6.5 Return of Unprocessable Forms

All ARCOS reports submitted on DEA FORM 333 will be reviewed prior to computer processing. A report that is illegible, incomplete, or incorrect will be returned unprocessed by certified mail, along with a letter of explanation.

3.7 MAGNETIC TAPE REPORTING

ARCOS reports may be submitted on reel or cartridge magnetic tape media. The following sections contain detailed specifications which **must** be met by **all tape** media being submitted to DEA (ARCOS).

3.7.1 Equipment Compatibility

DEA currently uses **STC 3450** or **3650** tape **reel** drives and the **IBM 3490 D32XF** tape **cartridge** drive. If ARCOS reports are submitted on magnetic **tape** media, the media **must** be compatible with this equipment.

3.7.2 Recording Tracks and Tape Width

Reports being submitted on **round-reel tapes** must be recorded on 1/4inch-wide mylar-based tape using a nine (9) track tape drive compatible with **STC 3450** or **3650** tape **reel** drives.

Reports being submitted on **tape cartridges** must be recorded on 1/4inch wide tape compatible with the **IBM 3490** tape **cartridge** drive.

3.7.3 Recording Density

All data **must** be recorded at either 1600 or 6250 bytes per inch (BPI).

3.7.4 Data Representation

All data **must** be recorded in IBM EBCDIC code.

3.7.5 Internal Tape Labels

All tapes **must** be created as **non-labeled** tapes. Tapes containing internal header labels are **not** acceptable.

3.7.6 Leading Tape Marks

There **must** be **no tape mark(s)** between the beginning of the tape reflective strip and the first data record on the tape.

3.7.7 Record Length

All *control* and *transaction records* **must** be fixed, eighty (80) characters in length.

3.7.8 Block Length

Data blocks **must** be fixed in length. Records **must** be blocked at:

- a. One (1) record per block (80 characters per block) or
- b. 20 records per block (1600 characters per block)

3.7.9 End of Data Tape Mark

The last block of records **must** be followed by at least one (1) tape mark to indicate the end-of-file (EOF) condition.

3.7.10 Tape: Applying Label

Each submitted magnetic tape, whether reel or cartridge, **must** have the bar code label supplied by DEA (ARCOS). This is the only required label and it replaces all other labels used previously. The label **must** be affixed to the tape reel or cartridge itself, **not** to the canister or outer container.

Remove any existing labels, including any prior bar code labels, before attaching the new bar code label. Place the label on the flat face of the tape reel or cartridge. If the label is too big for the face of the tape reel or cartridge, cut it along the dotted line(s) and place all the pieces on the flat face of the tape reel or cartridge. Smooth the label with a slight hand-pressure. Exhibit 3.6: Positioning Label on Magnetic Tape, illustrates the placement of the bar code label.

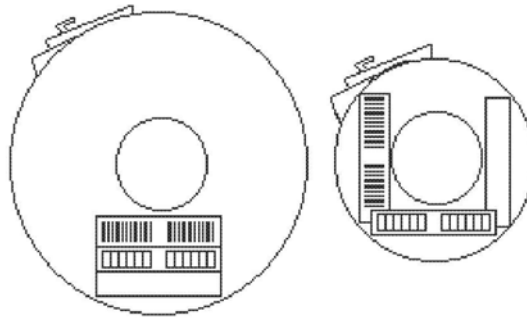


Exhibit 3.6: Positioning Label on Magnetic Tape

3.7.11 Return Of Magnetic Tapes

DEA will return magnetic tapes, both reel and cartridge, to ARCOS registrants by certified mail. If magnetic tapes cannot be processed, a letter of explanation will accompany unprocessed tapes.

3.8 MAGNETIC DISKETTE REPORTING

ARCOS reports may be submitted on magnetic diskette. To accommodate the variety of diskette devices that are in use, several standards regarding data recording, formatting, and file organization have been established.

3.8.1 Magnetic Diskette Types

ARCOS registrants submitting reports on diskettes **must** use magnetic diskette media that are either 3 $\frac{1}{4}$ inch or 5 $\frac{1}{4}$ inch in diameter. Exhibit 3.7: Diskette Attributes, provides examples of magnetic diskette media that are available in the marketplace and their corresponding capacities and recording densities.

3¼inch & 5¼inch MAGNETIC DISKETTE ATTRIBUTES			
Type	Capacity	Diameter	Label Identification
Single-Sided	100 KB	5¼"	Single/single
	160 KB		Single/double
	180 KB		Single/double
Double-Sided	320 KB	5¼"	Double/double
	360 KB		DD, 40 Track, 48 TPI
High Capacity	1.2 MB	5¼"	HD, 80 Track, 96 TPI
Double-Sided	720 KB	3½"	DD, 1MB, 2HC
	1.44 KB		HD, 2MB
	2.88 KB		HD, 4MB
<p>Legend: MB (megabytes) = 1,024,000 bytes KB (kilobytes) = 1,024 bytes</p> <p>DD = Double density HC = High capacity HD = High density</p>			

Exhibit 3.7: Diskette Attributes

3.8.2 Compatibility Requirements

DEA recognizes that ARCOS registrants use a variety of hardware and software. However, DEA ***strongly encourages*** ARCOS registrants to use DOS-formatted magnetic diskettes. Reports submitted on diskette ***must*** meet the following:

- Reports ***must not*** contain any data that has been compressed using data compression software,
- Reports ***must*** be recorded using the American Standard Code for Information Interchange (ASCII) character set,

Note: Many software packages (e.g. word processing and spread sheet software) automatically save files in their own proprietary format.

ARCOS reports saved in a proprietary format **must** be converted to ASCII before being submitted to DEA (ARCOS).

- c. Records **must** have a **fixed-length of 80-characters**,
- d. There **must** be **no delimiters** between fields within records,
- e. An ASCII line-feed/carriage return **must** be used to terminate each **record**, and
- f. "Ctrl-Z" (end-of-file marker) **must** be used to terminate each **file**.

3.8.3 Magnetic Diskette Formatting

3.8.3.1 New Magnetic Diskettes

Each magnetic diskette **must** be initialized or formatted prior to its use.

3.8.3.2 Re-using Magnetic Diskettes

Previously used magnetic diskettes may be re-used, if they have been re-formatted. Reformatting **must occur before** the current ARCOS report is recorded. Re-formatting provides two specific benefits:

- a. Re-formatting purges all existing data from the magnetic diskette, maximizing the recording capacity for ARCOS data.
- b. The physical condition of the magnetic diskette is examined during re-formatting. Do **not** use magnetic diskettes with defective tracks, sectors, or allocation units.

3.8.4 File Name

"**L1ARCOS**" is the file name that **must** be assigned to each ARCOS report on magnetic diskette. Depending upon the software used to generate the file, either ".**TXT**" or ".**PRN**" may be automatically assigned as a file name extension. The **only** permissible file names for ARCOS reports on magnetic diskette are:

- a. L1ARCOS
- b. L1ARCOS.TXT
- c. L1ARCOS.PRN

3.8.5 Total Transactions per Magnetic Diskette

The total number of individual ARCOS records on a single magnetic diskette ***must never*** exceed 85% of the magnetic diskette's formatted capacity or a maximum of 15,300 records. However, this limitation will vary depending upon the capacity of the specific magnetic diskette medium being used. Exhibit 3.8: Magnetic Diskette Limits, illustrates the maximum transactions for various sizes of magnetic diskettes. Exhibit 3.9: Limit Calculation, provides the formula used to calculate the limits.

ARCOS Record Limits for 3 1/2" & 5 1/4" Magnetic Diskettes	
Maximum Capacity of Formatted Diskette	Maximum Transactions
320 KB (DOS, Single Sided, 5 1/4")	3,400
360 KB (DOS, Dual Density, 5 1/4")	3,825
400 KB (MAC)	4,250
720 KB (DOS, Dual Density, 3 1/2")	7,650
800 KB (MAC)	8,500
1.2 MB (DOS, High Density, 5 1/4")	12,750
1.44 MB (DOS, High Density, 3 1/2")	15,300

Exhibit 3.8: Magnetic Diskette Limits

Calculation of Magnetic Diskette Limits	
<p>maximum number of transactions = (maximum capacity of formatted magnetic diskette * 1000) * .85 / 80 bytes in a <i>transaction record</i></p>	
Example:	
Calculate the maximum transactions for a 5 1/4", single sided 320 KB DOS magnetic diskette	
$(320 * 1000) * .85 / 80$	= 320,000
$320,000 * .85 / 80$	= 3,400 transactions
Note: The maximum capacity of a formatted magnetic diskette is approximate.	

Exhibit 3.9: Limit Calculation

When a single ARCOS report file exceeds the record limit, it must be split into additional files. Each file must be submitted on a separate magnetic diskette. The *control record* will **remain** with the **beginning** of the report on the **first** magnetic diskette. That portion of the report being put on subsequent magnetic diskettes **must only** have *transaction records*. There **must not** be a *control record* on any subsequent magnetic diskette. The number of records on each magnetic diskette **must** be written in the "Notes" block of the bar code label.

Example:

A registrant's report contains 46,350 records submitted on 3 ½ 1.44MB diskettes. This report **must** be submitted on **four** of these diskettes, since each magnetic diskette is limited to 15,300 records, as follows:

- Magnetic diskette number 1: will contain the single **control record** plus 15,299 **transaction records**, "15,300 records" is written in the "Notes" block of the bar code label,
- Magnetic diskette number 2: will contain **only transaction records**, "15,300 records" is written in the "Notes" block of the bar code label,
- Magnetic diskette number 3: will also contain only **transaction records**, "15,300 records" is written in the "Notes" block of the bar code label and,
- Magnetic diskette number 4: will contain the remainder of the **transaction records** (450), "450 records" is written in the "Notes" block of the bar code label.

3.8.6 Magnetic Diskette: Applying Label

Each submitted magnetic diskette **must** have the bar code label supplied by DEA (ARCOS). This is the only required label and it replaces all other labels used previously. The label **must** be affixed to the magnetic diskette itself, **not** to the cardboard envelope or any outer container.

Remove any existing labels, including any prior bar code labels, before attaching the new bar code label. The following two exhibits, Exhibit 3.10: Label Position for 3 ¼ inch magnetic diskette and Exhibit 3.11: Label Position for 5 ¼ inch magnetic diskette, illustrate the bar code label placement for these magnetic diskettes.

3 $\frac{1}{4}$ inch Magnetic diskette:

Place the label within the indented area on the front of the disk (see illustration below). Smooth out any wrinkles with gentle pressure. Do **NOT** cover any metal parts with the label.

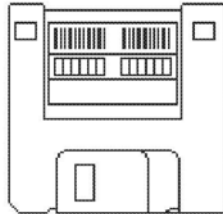


Exhibit 3.10: Label Position: 3 $\frac{1}{4}$ inch Magnetic Diskette

5 $\frac{1}{4}$ inch Magnetic Diskette:

Wrap the label over the top of the disk by folding the label along the dotted line between the From/To Dates and the Note blocks as you apply it to the disk. This will put the printed label upside down on the front of the disk (see illustration below). Do **NOT** cover any of the exposed disk surfaces or the write protect notch located on the side of the disk. Smooth out any wrinkles with gentle pressure.

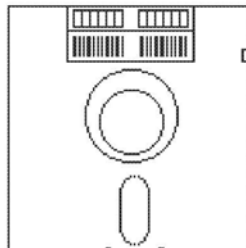


Exhibit 3.10: Label Position: 3 $\frac{1}{4}$ inch Magnetic Diskette

3.8.7 Return of Magnetic Diskettes

DEA will return magnetic diskettes to ARCOS registrants by certified mail. If a magnetic diskette cannot be processed, a form letter explaining the reason(s) for the magnetic diskette's return will accompany the unprocessed magnetic diskette.

PART II: REPORT PREPARATION

SECTION 4 CONTROL RECORD

SECTION 5 TRANSACTION RECORD

SECTION 6 MANUFACTURING ACTIVITIES

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INTRODUCTION TO PART II

Part II of the ARCOS Reporting Handbook covers the preparation of the ARCOS report and consists of three sections: Section 4, Control Record; Section 5, Transaction Record; and Section 6, Manufacturing Activities. These three sections discuss in detail ***what*** information to report and ***how*** to report it. Sections 4 and 5 apply to ***all*** registrants holding DEA registrations as ***manufacturers*** or ***distributors*** of reportable controlled substances. Section 6 applies ***only*** to those registrants conducting ***manufacturing activities*** in reportable controlled substances.

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4

SECTION 4.0

CONTROL RECORD

4.1 RECORD TYPES

Two types of records comprise an ARCOS report: (1) the *control record* and (2) the *transaction record*. These two types of records have different formats. Section 4 discusses the *control record* while Sections 5 and 6 discuss the *transaction record*.

4.2 CONTROL RECORD

The *control record* **must** be the **very first** record in each ARCOS report. This record provides the computer system with identifying information about the report being submitted. Both automated and manual reporting use the same *control record* format. The *control record*, illustrated in Exhibit 4.1: Control Record Layout (see page 4-3), contains the following information:

- The *reporting registrant number*.
- An asterisk * to identify this record as a *control record*.
- The *reporting period* covered by this report.
- The registrant's *reporting frequency*.
- The *central reporter's registrant number*, if applicable.

4.3 CONTROL RECORD FORMAT

Positions 1-9: *reporting registrant number*
Position 10: *asterisk **
Positions 11-16: *reporting period (MMDDYY)*
Position 17: *reporting frequency (M or Q)*
Positions 18-26: *central reporter's registrant number or blank*
Positions 27-80: *leave blank*
Special Rules:

1. *reporting period (MMDDYY)*

Must be in month, day, and year format (MMDDYY).

"Day" **must be** the last calendar day of the period.

Monthly: Code "01**3**197" for a January 1997 reporting period

Quarterly: Code "03**3**197" for a 1997 first quarter reporting period

2. *reporting frequency (M or Q)*

Code "M" for monthly reporting

Code "Q" for quarterly reporting

3. *central reporter's registrant number*

Leave this position blank when there is no central reporter or a central reporter is not itself a registered manufacturer or distributor.

4. Positions 27-80 **must** be blank.

The *control record* is **not** a *transaction record*. There is **no** *transaction identifier* field in the *control record*.

REPORTING REGISTRANT NUMBER	ASTERISK	LAST DAY OF REPORTING PERIOD	REPORTING FREQUENCY	CENTRAL REPORTER'S REGISTRANT NUMBER (IF NEEDED)	
POSITIONS 1-9	POSITION 10	POSITIONS 11-18	POSITION 19	POSITIONS 20-28	POSITIONS 29-80
	*	MMDDYY Y	M or Q	NUMBER or BLANK	BLANK

Exhibit 4.1: Control Record Layout

4.4 ARCOS REPORT

4.4.1 Report's Contents

An ARCOS report consists of a single *control record* and all *transaction records* associated with the **same** reporting registrant number. Each ARCOS transaction belongs to one of the following five (5) categories: current transactions, corrections, deletions, adjustments, or late transactions. Any ARCOS report may contain all of these transaction types or any combination of them. These transactions **must** be grouped together under one corresponding *control record*. The *reporting registrant number*, which appears in both types of records (*control* and *transaction records*), is the link between them.

4.4.2 Placement of Records

All reporters, regardless of whether they are reporting on automated or manual media, **must include** the *control record* in each report. The *control record* **must** be the **first** record in the report. The *transaction records* for the reporting period **follow** the *control record*. Error corrections, deletions, adjustments, and late *transaction records* must follow the last current *transaction record* for the reporting period. This arrangement of records within an ARCOS report must be used by all reporting registrants (single reporters, registered and non-registered central reporters). Exhibit 4.2: Record Placement for the ARCOS Report, illustrates the general arrangement of the *control* and *transaction records* within a report.

Arrangement of Control and Transaction Records

First Record:	<i>Control Record</i> for Current Reporting Period.
Next Record(s):	Current Reporting Period <i>Transaction Records</i> .
Last Record(s):	Prior Reporting Period <i>Transaction Records</i> , if any.

Exhibit 4.2: Record Placement for the ARCOS Report**Example:**

An ARCOS registrant's report for the third quarter of 1997 contains transactions for the current reporting period (July, August, and September 1997) as well as corrections, deletions, adjustments, and late *transaction records* for the prior quarters (January through March 1997 and April through June 1997). Exhibit 4.3: ARCOS Registrant's Report, demonstrates the arrangement of these records.

ARCOS Report: Record Arrangement

First Record: *Control Record* for 1997 Third Quarter.

Next Record(s): *Transaction Records* for 1997 Third Quarter Transactions.

Last Record(s): Correction Records for 1997 First and Second Quarter Errors.

Deletion Records to Remove Records from the Data Base.

Adjustment Records to Modify Records in the Data Base.

Insertion Records to Add 1997 First and Second Quarter
Late Transactions to the Data Base.

Exhibit 4.3: ARCOS Registrant's Report

4.4.2.1 Record Placement: Automated Single Reporter

The *control record* must be placed ***before the first transaction record*** of the current reporting period. See Exhibit 4.2: Record Placement for the ARCOS Report. See Section 4.5.1.1.1 Monthly Reporting or 4.5.1.1.2 Quarterly Reporting for automated single reporter input stream examples.

4.4.2.2 Record Placement: Automated Central Reporter

A *control record* must be placed at the beginning of ***each*** report, ***ahead of each*** report's first *transaction record* whether all the reports are submitted on one tape, cartridge, or diskette or each report is submitted on a separate tape, cartridge, or diskette. For example, if a central submission contains reports for five ARCOS subsidiary registrants, there will be a total of ***five control records***, ***one*** at the beginning of ***each*** ARCOS registrant's report. For the automated registered central reporter input stream coding examples see Sections 4.5.1.2.1 Monthly Reporting or 4.5.1.2.2

Quarterly Reporting. For the automated non-registered central reporter input stream coding examples see Sections 4.5.1.3.1 Monthly Reporting or 4.5.1.3.2 Quarterly Reporting.

4.4.2.3 Manual Single Reporter

The **first line** of the **first page** of DEA Form 333 **must** be used for the *control record*. Exhibit 4.4: DEA Form 333 Control Record Placement, illustrates the placement of the *control record*.

The preprinted headings on DEA Form 333 identify **only** the fields in the *transaction record*. **Ignore** these headings when coding the *control record* on the first line of the form. Use the layout given in Exhibit 4.1: Control Record Layout. See Section 4.5.2.1.1 Monthly Reporting or 4.5.2.1.2 Quarterly Reporting for single reporter input stream coding examples.

4.4.2.4 Manual Central Reporter

When central reporters prepare multiple reports, **each ARCOS registrant's report must begin with a control record**. The Data Systems Unit (ARCOS) recommends that each report begin on a separate DEA Form 333 with the **first line** of the **first page** of **each** report being used for the *control record*. However, multiple reports can **follow** each other on the **same** DEA Form 333 coding sheet, as long as the report for each firm **begins** with a *control record*. The preprinted headings on DEA Form 333 identify **only** the fields in the *transaction record*. **Ignore** these headings when coding the *control record* on the first line of the form. Use the layout given in Exhibit 4.1: Control Record Layout.

4.4.2.5 Central Reporter: Record Placement of Prior Transactions

Central reporters with corrections, additions, deletions or insertions for previous reporting periods must place these transactions after the current records for each reporting registrant, but before the control record for the next registrant. Each control record marks the beginning of an ARCOS report for a reporting registrant. A submission from a central reporter can contain several ARCOS reports with data from several different reporting registrants for a reporting period.

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විකල්ප: විකල්පයක් ලෙස මෙම ප්‍රකාශනය සඳහා
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Drug Enforcement Administration
 APOC
 P.O. Box 20000
 Washington, D.C. 20008-0000

1. Characters should be printed easily and conform as closely as possible to existing format.

7. All fields in the transaction receive the transaction code (Field 2) and the status code (Field 3) are examples of being duplicated without adding the usual field to accomplish this. It is necessary that the first character of each field as the designated is coded using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

[illegible]

Page 1 of 1

DOI: 10.1002/anie.200300002

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z * = ~~K L M~~

[illegible]

2005. 2. 20. 2005. 2. 20.

Phosphorus deficiency may also be associated with

[illegible]

Exhibit 4.4: DEA Form 333 Control Record Placement

Exhibit 4.5: ARCOS-2 Control Record for Central Reporters and Subsidiaries, illustrates the placement of the *control record* and the relationship between the central reporter and its subsidiaries. If a submission contains reports for five registrants, there will be a total of **five control records**. **One control record** will be placed at the beginning of **each** registrant's report (set of coding sheets). See Sections 4.5.2.1.1 Monthly Reporting or 4.5.2.1.2 Quarterly Reporting for registered central reporter input stream coding examples. See Sections 4.5.2.3.1 Monthly Reporting or 4.5.2.3.2 Quarterly Reporting for non-registered central reporter input stream coding examples. Exhibit 4.5 depicts a central reporter with two subsidiaries.

**ARCOS TRANSACTION
REPORTING**
DRUG ENFORCEMENT ADMINISTRATION

MAILING INSTRUCTIONS
Retain duplicate for your records.
Mail the Original as completed here to:
Drug Enforcement Administration
ARCOS
P.O. Box 28293
Washington, D.C. 20038 - 8293

INSTRUCTIONS FOR CODING FORM
1. Characters should be printed neatly and conform as closely as possible to examples below.
2. All fields in the transaction except the transaction code (Field 2) and the date code (Field 3) are capable of being duplicated without coding the entire field to accomplish this. It is necessary that the first (leftmost) character in each field to be duplicated is coded using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Drug Enforcement Administration, Records Management Section, Washington, D.C. 20037, and to the Office of Management and Budget, Paperwork Reduction Project No. 1117-0003, Washington, D.C. 20503.

control record/ section 4.0

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OMB Approved
No. 1117-0003

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z * =

REPORTING REGISTRANT NUMBER P F 9 9 9 9 9 9 9	DATE CODE 0 6 3 0 9 7 Q	QUANTITY 1 3 4 8 0 4 5	ASSOCIATE REGISTRATION NUMBER 3 8 6 6 0 0 0 0 0 7	DEA ORDER FORM NUMBER Q A 8 8 1 9 7 5 4	LOT NUMBER (DEA USE ONLY) 7 0 5 1 5 0 0 0 0 1	STRENGTH 11 12 13	TRANSACTION DATE 11 12 13	TRANSACTION SUBSIDY 1
CONTROL RECORD FOR REGISTERED CENTRAL REPORTER								

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ARCOS
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Washington, D.C. 20038 - 8293

INSTRUCTIONS FOR CODING FORM
1. Characters should be printed neatly and conform as closely as possible to examples below.
2. All fields in the transaction except the transaction code (Field 2) and the date code (Field 3) are capable of being duplicated without coding the entire field to accomplish this. It is necessary that the first (leftmost) character in each field to be duplicated is coded using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Drug Enforcement Administration, Records Management Section, Washington, D.C. 20037, and to the Office of Management and Budget, Paperwork Reduction Project No. 1117-0003, Washington, D.C. 20503.

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No. 1117-0003

REPORTING REGISTRANT NUMBER P F 9 9 9 9 9 9 9	DATE CODE 0 6 3 0 9 7 Q	QUANTITY 1 3 4 8 0 4 5	ASSOCIATE REGISTRATION NUMBER 3 8 6 6 0 0 0 0 0 7	DEA ORDER FORM NUMBER Q A 8 8 1 9 7 5 4	LOT NUMBER (DEA USE ONLY) 7 0 5 1 5 0 0 0 0 1	STRENGTH 11 12 13	TRANSACTION DATE 11 12 13	TRANSACTION SUBSIDY 1
CONTROL RECORD FOR EACH SUBSIDIARY BEGINS ON A SEPARATE CODING SHEET								

**ARCOS TRANSACTION
REPORTING**

MAILING INSTRUCTIONS
Retain duplicate for your records.
Mail the Original as completed here to:
Drug Enforcement Administration
ARCOS
P.O. Box 28293
Washington, D.C. 20038 - 8293

INSTRUCTIONS FOR CODING FORM
1. Characters should be printed neatly and conform as closely as possible to examples below.
2. All fields in the transaction except the transaction code (Field 2) and the date code (Field 3) are capable of being duplicated without coding the entire field to accomplish this. It is necessary that the first (leftmost) character in each field to be duplicated is coded using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Drug Enforcement Administration, Records Management Section, Washington, D.C. 20037, and to the Office of Management and Budget, Paperwork Reduction Project No. 1117-0003, Washington, D.C. 20503.

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No. 1117-0003

REPORTING REGISTRANT NUMBER P F 9 9 9 9 9 9 9	DATE CODE 0 6 3 0 9 7 Q	QUANTITY 1 3 4 8 0 4 5	ASSOCIATE REGISTRATION NUMBER 3 8 6 6 0 0 0 0 0 7	DEA ORDER FORM NUMBER Q A 8 8 1 9 7 5 4	LOT NUMBER (DEA USE ONLY) 7 0 5 1 5 0 0 0 0 1	STRENGTH 11 12 13	TRANSACTION DATE 11 12 13	TRANSACTION SUBSIDY 1
CONTROL RECORD FOR EACH SUBSIDIARY BEGINS ON A SEPARATE CODING SHEET								

Exhibit 4.5: ARCOS-2 Control Record for Central Reporters and Subsidiaries

arcos registrant handbook/version 1.0

August 1997

4.5 ARCOS INPUT STREAM EXAMPLES

These examples are for instructional purposes only and illustrate the coding of the *control record* and its location in ARCOS report. Examples containing *control records* and associated *transaction records* are provided for both automated (magnetic media) and manual (DEA Form 333) reporting.

Note: In the examples that follow, only the reporting registrant's number and the *transaction identifier* field (a unique, sequential number identifying each transaction) have been used in the *transaction record* illustrations.

4.5.1 Magnetic Media Examples

The reporting of ARCOS transactions on magnetic media is illustrated in Sections 4.5.1.1 through 4.5.1.3. These transactions are reported on either magnetic tape, magnetic cartridge, or magnetic diskette.

4.5.1.1 Automated Single Reporter

One registrant, reporting monthly, reports 681 controlled substance transactions for the *reporting period* ending January 31, 1997 while another registrant reporting on a quarterly basis reports 989 transactions for the quarter ending June 30, 1997. The *control record* for a single reporter reporting monthly or a single reporter reporting quarterly is coded as follows:

4.5.1.1.1 Monthly Reporting

Control Record:

Positions 1-9:	PA8888888	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* is arranged as follows:

<i>Control Record:</i>	PA8888888*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA8888888	...	0000000001
	...		
	...		
Last transaction record:	PA8888888	...	0000000681

4.5.1.1.2 Quarterly Reporting

Control Record:

Positions 1-9:	PA8888888	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	063097	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* is arranged as follows:

<i>Control Record:</i>	PA8888888*063097Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA8888888	...	0000000001
	...		
	...		
Last transaction record:	PA8888888	...	0000000989

4.5.1.2 Automated Registered Central Reporter

A monthly registered central reporter submits five (5) ARCOS reports for the reporting period ending January 31, 1997. The first report is for the central reporter itself. The remaining four reports are for other registrants within the registered central reporter's corporate structure.

When a central reporter is reporting for itself, the *control record* positions for the *central reporter's registrant number* (positions 18-26) remain blank. For subsidiaries, the *central reporter's registrant number* is entered in positions 18-26.

4.5.1.2.1 Monthly Reporting

Control Record (Central Reporter, Monthly Reporting):

Positions 1-9:	PF9999999	(reporting registrant number) [central reporter's DEA registration number]
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the central reporter is arranged as follows:

<i>Control Record:</i>	PF9999999*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PF9999999	...	0000000001
	...		
	...		
Last transaction record:	PF9999999	...	0000000065

Control Record (1st Subsidiary, Monthly Reporting):

Positions 1-9:	PB9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PB9999999*013197MPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PB9999999	...	0000000001
	...		
	...		
Last transaction record:	PB9999999	...	0000000164

Control Record (2nd Subsidiary, Monthly Reporting):

Positions 1-9:	PC9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PC9999999*013197MPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PC9999999	...	0000000001
	...		
	...		
Last transaction record:	PC9999999	...	0000000210

Control Record (3rd Subsidiary, Monthly Reporting):

Positions 1-9:	PD9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

<i>Control Record:</i>	PD9999999*013197MPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PD9999999	...	0000000001
	...		
	...		
Last transaction record:	PD9999999	...	0000000300

Control Record (4th Subsidiary, Monthly Reporting):

Positions 1-9: PE9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 013197 (last day of reporting period)
 Positions 17: M (monthly reporting)
 Positions 18-26: PF9999999 (central reporter's registrant number)
 Positions 27-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the fourth subsidiary is arranged as follows:

Control Record: PE9999999*013197MPF9999999
Transaction Records: *registrant no* *transaction id*
 First transaction record: PE9999999 ... 0000000001
 ...
 ...
 Last transaction record: PE9999999 ... 0000000220

4.5.1.2.2 Quarterly Reporting

A quarterly registered central reporter submits five (5) ARCOS reports for the reporting period ending March 31, 1997. The first report is for the central reporter itself. The remaining four reports are for other registrants within the registered central reporter's corporate structure.

When a central reporter is reporting for itself, the *control record* positions for the *central reporter's registrant number* (positions 18-26) remain blank. For subsidiaries, the *central reporter's registrant number* is entered in positions 18-26.

Control Record (Central Reporter, Quarterly Reporting):

Positions 1-9: PF9999999 (reporting registrant number)
 [central reporter's DEA registration number]
 Position 10: * (asterisk)
 Positions 11-16: 033197 (last day of reporting period)
 Positions 17: Q (quarterly reporting)
 Positions 18-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the central reporter is arranged as follows:

<i>Control Record:</i>	PF9999999*033197Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i> :	PF9999999	...	0000000001
	...		
	...		
Last <i>transaction record</i> :	PF9999999	...	0000000065

Control Record (1st Subsidiary, Quarterly Reporting):

Positions 1-9:	PB9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PB9999999*033197QPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i> :	PB9999999	...	0000000001
	...		
	...		
Last <i>transaction record</i> :	PB9999999	...	0000000164

Control Record (2nd Subsidiary, Quarterly Reporting):

Positions 1-9:	PC9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PC9999999*033197QPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PC9999999	...	0000000001
	...		
	...		
Last transaction record:	PC9999999	...	0000000210

Control Record (3rd Subsidiary, Quarterly Reporting):

Positions 1-9:	PD9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17:	Q	(quarterly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

<i>Control Record:</i>	PD9999999*033197QPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PD9999999	...	0000000001
	...		
	...		
Last transaction record:	PD9999999	...	0000000300

Control Record (4th Subsidiary, Quarterly Reporting):

Positions 1-9:	PE9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-26:	PF9999999	(central reporter's registrant number)
Positions 27-80:	leave blank	

The magnetic media input stream containing both the *control record* and *transaction records* for the fourth subsidiary is arranged as follows:

<i>Control Record:</i>	PE9999999*033197QPF9999999		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i> :	PE9999999	...	0000000001
	...		
	...		
Last <i>transaction record</i> :	PE9999999	...	0000000220

4.5.1.3 Automated Non-registered Central Reporter

4.5.1.3.1 Monthly Reporting

A non-registered, monthly central reporter submits reports for the reporting period ending January 31, 1997, for five ARCOS registrants within its corporate structure. The following example illustrates this type of submission.

Control Record (1st Subsidiary, Monthly Reporting):

Positions 1-9:	PA9999999	(reporting <i>registrant number</i>)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of <i>reporting period</i>)
Positions 17:	M	(monthly reporting)
Positions 18-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PA9999999*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i> :	PA9999999	...	0000000001
	...		
	...		
Last <i>transaction record</i> :	PA9999999	...	0000000055

Control Record (2nd Subsidiary, Monthly Reporting):

Positions 1-9: PB9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 013197 (last day of reporting period)
 Positions 17: M (monthly reporting)
 Positions 18-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

Control Record: PB9999999*013197M
Transaction Records: registrant no transaction id
 First transaction record: PB9999999 ... 0000000001
 ...
 ...
 Last transaction record: PB9999999 ... 0000000174

Control Record (3rd Subsidiary, Monthly Reporting):

Positions 1-9: PC9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 013197 (last day of reporting period)
 Positions 17: M (monthly reporting)
 Positions 18-25: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

Control Record: PC9999999*013197M
Transaction Records: registrant no transaction id
 First transaction record: PC9999999 ... 0000000001
 ...
 ...
 Last transaction record: PC9999999 ... 0000000240

Control Record (4th Subsidiary, Monthly Reporting):

Positions 1-9: PD9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 013197 (last day of reporting period)
 Positions 17: M (monthly reporting)
 Positions 18-25: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the fourth subsidiary is arranged as follows:

<i>Control Record:</i>	PD9999999*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PD9999999	...	0000000001
	...		
	...		
Last transaction record:	PD9999999	...	0000000600

Control Record (5th Subsidiary, Monthly Reporting):

Positions 1-9: PE9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 013197 (last day of reporting period)
 Positions 17: M (monthly reporting)
 Positions 18-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the fifth subsidiary is arranged as follows:

<i>Control Record:</i>	PE9999999*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record	PE9999999	...	0000000001
	...		
	...		
Last transaction record	PE9999999	...	0000000280

4.5.1.3.2 Quarterly Reporting

A non-registered central reporter submits reports for the quarterly reporting period ending March 31, 1997, for five ARCOS registrants within its corporate structure.

Control Record (1st Subsidiary, Quarterly Reporting):

Positions 1-9:	PA9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-80:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PA9999999*033197Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA9999999	...	0000000001
	...		
	...		
Last transaction record:	PA9999999	...	0000000055

Control Record (2nd Subsidiary, Quarterly Reporting):

Positions 1-9:	PB9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18 -25:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PB9999999*033197Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PB9999999	...	0000000001
	...		
	...		
Last transaction record:	PB9999999	...	0000000174

Control Record (3rd Subsidiary, Quarterly Reporting):

Positions 1-9: PC9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 033197 (last day of reporting period)
 Positions 17: Q (quarterly reporting)
 Positions 18-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

Control Record: PC9999999*033197Q
Transaction Records: *registrant no* *transaction id*
 First transaction record: PC9999999 ... 0000000001
 ...
 ...
 Last transaction record: PC9999999 ... 0000000240

Control Record (4th Subsidiary, Quarterly Reporting):

Positions 1-9: PD9999999 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 033197 (last day of reporting period)
 Positions 17: Q quarterly reporting)
 Positions 18-80: leave blank

The magnetic media input stream containing both the *control record* and *transaction records* for the fourth subsidiary is arranged as follows:

Control Record: PD9999999*033197Q
Transaction Records: *registrant no* *transaction id*
 First transaction record: PD9999999 ... 0000000001
 ...
 ...
 Last transaction record: PD9999999 ... 0000000600

Control Record (5th Subsidiary, Quarterly Reporting):

Positions 1-9:	PE9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	033197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18 -25:	<i>leave blank</i>	

The magnetic media input stream containing both the *control record* and *transaction records* for the fifth subsidiary is arranged as follows:

<i>Control Record:</i>	PE9999999*033197Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record	PE9999999	...	0000000001
...			
...			
Last transaction record	PE9999999	...	0000000280

4.5.2 Manual Media Examples

The reporting of ARCOS transactions on manual media is illustrated in Sections 4.5.2.1 through 4.5.2.4. These transactions are reported on DEA Form 333 coding sheets.

4.5.2.1 Manual Single Reporter

The *control record* for monthly and quarterly reporting is coded as follows:

4.5.2.1.1 Monthly Reporting

A registrant reporting monthly reports 251 controlled substance transactions for the reporting period ending January 31, 1997.

Control Record

Positions 1-9:	PA7777888	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* is arranged as follows:

<i>Control Record:</i>	PA7777888*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA7777888	...	00001
	...		
	...		
Last transaction record:	PA7777888	...	00251

4.5.2.1.2 Quarterly Reporting

A registrant reporting quarterly reports 551 controlled substance transactions for the reporting period ending September 30, 1997.

Control Record

Positions 1-9:	PA7777888	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	093097	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* is arranged as follows:

<i>Control Record:</i>	PA7777888*093097Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA7777888	...	00001
	...		
	...		
Last transaction record:	PA7777888	...	00551

4.5.2.2 Manual Registered Central Reporter

As was previously stated (Section 4.4.2.4, Manual Central Reporter), ***each registrant's report must*** begin with a central record.

4.5.2.2.1 Monthly Reporting

A monthly registered central reporter submits three (3) ARCOS reports for the reporting period ending January 31, 1997. The first report is for the central reporter itself. The remaining two reports are for other registrants within the registered central reporter's corporate structure.

Control Record (Central Reporter, Monthly Reporting):

Positions 1-9:	PF9996666	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	leave blank	

The coded DEA Form 333 containing both the *control record* and *transaction records* is arranged as follows:

<i>Control Record:</i>	PF9996666*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PF9996666	...	00001
	...		
	...		
Last transaction record:	PF9996666	...	00065

Control Record (1st Subsidiary, Monthly Reporting):

Positions 1-9:	PB9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	PF9996666	(central reporter's registrant number)

The coded DEA Form 333 containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PB9999999*013197MPF9996666		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PB9999999	...	00001
	...		
	...		
Last transaction record:	PB9999999	...	00164

Control Record (2nd Subsidiary, Monthly Reporting):

Positions 1-9:	PC9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	PF9996666	(central reporter's registrant number)

The coded DEA Form 333 containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PC9999999*013197MPF9996666		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PC9999999	...	00001
	...		
	...		
Last transaction record:	PC9999999	...	00210

4.5.2.2.2 Quarterly Reporting

A quarterly registered central reporter submits three (3) ARCOS reports for the reporting period ending December 31, 1997. The first report is for the central reporter itself. The remaining two reports are for other registrants within the registered central reporter's corporate structure.

Control Record (Central Reporter, Quarterly Reporting):

Positions 1-9:	PF9996666	(reporting registrant number) [central reporter's DEA registration number]
Position 10:	*	(asterisk)
Positions 11-16:	123197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the central reporter is arranged as follows:

<i>Control Record:</i>	PF9996666*123197Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PF9996666	...	00001
	...		
	...		
Last transaction record:	PF9996666	...	00065

Control Record (1st Subsidiary, Quarterly Reporting):

Positions 1-9:	PB9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	123197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-26:	PF9996666	(central reporter's registrant number)
Positions 27-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PB9999999*123197QPF9996666		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PB9999999	...	00001
	...		
	...		
Last transaction record:	PB9999999	...	00164

Control Record (2nd Subsidiary, Quarterly Reporting):

Positions 1-9:	PC9999999	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	123197	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-26:	PF9996666	(central reporter's registrant number)
Positions 27-80:	leave blank	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PC9999999*123197QPF9996666		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PC9999999	...	00001
	...		
	...		
Last transaction record:	PC9999999	...	00210

4.5.2.3 Manual Non-registered Central Reporter

As was previously stated (Section 4.4.2.4 Manual Central Reporters), ***each registrant's report begins with a control record.*** For a non-registered central reporter, the *central reporter's registrant number* (positions 18-26) remains blank.

4.5.2.3.1 Monthly Reporting

A monthly, non-registered central reporter submits reports for the reporting period ending January 31, 1997, for three ARCOS registrants within its corporate structure.

Control Record (1st Subsidiary, Monthly Reporting):

Positions 1-9:	PA5555555	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	leave blank	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PA555555*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record:	PA555555	...	00001
	...		
	...		
Last transaction record:	PA555555	...	00055

Control Record (2nd Subsidiary, Monthly Reporting):

Positions 1-9:	PB1234567	(reporting registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Position 17: M		(monthly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

<i>Control Record:</i>	PB1234567*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First transaction record	PB1234567	...	00001
	...		
	...		
Last transaction record	PB1234567	...	00174

Control Record (3rd Subsidiary, Monthly Reporting):

Positions 1-9:	PC9876543	registrant's registrant number)
Position 10:	*	(asterisk)
Positions 11-16:	013197	(last day of reporting period)
Positions 17: M		(monthly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA Form 333 containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

<i>Control Record:</i>	PC9876543*013197M		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i>	PC9876543	...	00001
...			
...			
Last <i>transaction record</i>	PC9876543	...	00240

4.5.2.3.2 Quarterly Reporting

A quarterly, non-registered central reporter submits three (3) ARCOS reports for subsidiaries within its corporate structure for the quarterly reporting period ending September 30, 1997.

Control Record (1st Subsidiary, Quarterly Reporting):

Positions 1-9:	PA5555555	(reporting registrant number)
Position 10: *		(asterisk)
Positions 11-16:	093097	(last day of reporting period)
Positions 17: Q		(quarterly reporting)
Positions 18-80:	<i>leave blank</i>	

The coded DEA 333 containing both the *control record* and *transaction records* for the first subsidiary is arranged as follows:

<i>Control Record:</i>	PA5555555*093097Q		
<i>Transaction Records:</i>	<i>registrant no</i>		<i>transaction id</i>
First <i>transaction record</i> :	PA5555555	...	00001
...			
...			
Last <i>transaction record</i> :	PA5555555	...	00055

Control Record (2nd Subsidiary, Quarterly Reporting):

Positions 1-9: PB1234567 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 093097 (last day of reporting period)
 Position 17: Q (quarterly reporting)
 Positions 18-80: leave blank

The coded DEA Form 333 containing both the *control record* and *transaction records* for the second subsidiary is arranged as follows:

Control Record: PB1234567*093097Q
Transaction Records: *registrant no* *transaction id*
 First transaction record PB1234567 ... 00001
 ...
 ...
 Last transaction record PB1234567 ... 00174

Control Record (3rd Subsidiary, Quarterly Reporting):

Positions 1-9: PC9876543 (reporting registrant number)
 Position 10: * (asterisk)
 Positions 11-16: 093097 (last day of reporting period)
 Positions 17: Q (quarterly reporting)
 Positions 18-80: leave blank

The coded DEA Form 333 containing both the *control record* and *transaction records* for the third subsidiary is arranged as follows:

Control Record: PC9876543*093097Q
Transaction Records: *registrant no* *transaction id*
 First transaction record PC9876543 ... 00001
 ...
 ...
 last transaction record PC9876543 ... 00240

5

SECTION 5.0

TRANSACTION RECORD

5.1 TRANSACTION RECORD

Controlled substance transactions are reported using the ARCOS *transaction record*. This section discusses the *transaction record* fields that apply to all manufacturers and distributors of reportable controlled substances. Section 6 discusses *transaction record* fields that apply **only** to manufacturers.

The ARCOS *transaction record* has two formats: one format for reporting controlled substance transactions on magnetic tape, cartridge, or diskette (automated reporting) and another, slightly different format, for reporting transactions on DEA Form 333 (manual reporting). Exhibit 5.1: Transaction Record Formats, illustrates the record layouts for both formats. The differences between the two formats are:

- a. The automated reporting format contains an additional field, the *document Identifier* field, which identifies the transaction as having been generated by an automated system.
- b. The *transaction date* field is a **six-digit** field in the automated reporting format and a **five-digit** field in the manual reporting format.
- c. The *quantity* field is an **eight-position** field in the automated reporting format and a **six-position** field in the manual reporting format

FIELD NAME	AUTOMATED			MANUAL (DEA Form 333)		
	FIELD NUMBER	FIELD LENGTH	POSITION LOCATION	FIELD NUMBER	FIELD LENGTH	COLUMN LOCATION
REPORTING REGISTRANT NUMBER	1	9	1-9	1	9	1-9
TRANSACTION CODE	2	1	10	2	1	10
ACTION INDICATOR (FORMERLY DELETE INDICATOR)	3	1	11	3	1	11
NATIONAL DRUG CODE (NDC NUMBER)	4	11	12-22	4	11	12-22
QUANTITY	5	8	23-30	5	6	23-28
UNIT	6	1	31	6	1	29
ASSOCIATE REGISTRANT NUMBER	7	9	32-40	7	9	30-38
DEA ORDER FORM NUMBER	8	9	41-49	8	9	39-47
TRANSACTION DATE	9	6	50-55	11-13	5	60-64
CORRECTION NUMBER (FORMERLY LOT NUMBER)	10	8	56-63	9	8	48-55
STRENGTH	11	4	64-67	10	4	56-59
TRANSACTION IDENTIFIER	12	10	68-77	14	5	65-69
DOCUMENT IDENTIFIER	13	3	78-80	NONE	NONE	NONE

Exhibit 5.1: Transaction Record Formats

5.2 DEA FORM 333: DUPLICATING DATA

ARCOS uses the equal sign, "=", to indicate that the data recorded in a *transaction record* field on DEA Form 333 is to be duplicated in subsequent *transaction records*. Under ARCOS the "=" is called the "duplicate sign." The duplicate sign (=) may be used to avoid repeatedly writing identical data within a field. The duplicate sign (=) **must** be coded in the first position of each field being duplicated. Examples applying to sections 5.2 and 5.2.1 illustrating the use of the duplicate sign are found in:

- a. Exhibit 5.2: Using the Duplicate Sign, Single Reporter and
- b. Exhibit 5.3: Using the Duplicate Sign, Central Reporter

5.2.1 DEA Form 333: Duplicating Transaction Date

The *transaction date* field is composed of three segments: Fields 11, 12, and 13 (year, month, and day). These three segments **must** be considered one, single field for duplicating purposes. Therefore, the entire *transaction date* **must be the same** when using the duplicate sign.

**ARCOS TRANSACTION
REPORTING**
DRUG ENFORCEMENT ADMINISTRATION

MAILING INSTRUCTIONS
Readin duplicate to your records.
Mail the Original of completed form to:
Drug Enforcement Administration
ARCOS
P.O. Box 28253
Washington, D.C. 20038 - 8253

INSTRUCTIONS FOR CODING FORM
1. Characters should be printed easily and conform as closely as possible to examples below.
2. All fields in the transaction except the transaction code (Field 2) and the date code (Field 3) are capable of being duplicated without coding the entire field to accomplish this. It is necessary that the first (leftmost) character in each field be duplicated by coding using an equal (=) sign. The equal sign is the only character which can be used for this purpose.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Drug Enforcement Administration, Records Management Section, Washington, D.C. 20537, and to the Office of Management and Budget, Paperwork Reduction Project No. 1117-0002, Washington, D.C. 20503.

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OMB Approved
No. 1117-0002

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z * = ~~KLMA~~

REPORTING REGISTRANT NUMBER		NATIONAL DRUG CODE			QUANTITY		ASSOCIATE REGISTRATION NUMBER		DEA ORDER FORM NUMBER		LIT NUMBER (DEA USE ONLY)		STRENGTH		TRANSACTION DATE		TRANSACTION IDENTIFIER	
1-12		1-12			1-12		1-12		1-12		1-12		1-12		1-12		1-12	
PA7777888		0430974			0000003		PB0099999		700000000				0500		70415		000001	
		00419404020			0000003												000002	
		13480453866000002			0000002		QA8819754960000000								70420		000003	
																	000004	
																	000005	
																	000006	
																	000007	
		43507058914000001			0000001		AA9900089950000000								70430		000008	

DATE MUST BE
THE SAME

DEA Form 332
(Rev. 1991)

Previous editions may be used.

Use Right Side of Transaction Form

Exhibit 5.2: Using the Duplicate Sign, Single Reporter

arcos registrant handbook/version 1.0

August 1997

PLTF_2804_000117028

P-23654_00083

PLTF 2804 000117029
P-23654 00084

5.3 REPORTING REGISTRANT NUMBER

5.3.1 Definition: Reporting Registrant Number

The *reporting registrant number* is the DEA registration number identifying the location where the controlled substance activities being reported have occurred. This is a 9-character field.

5.3.2 Specifications: Reporting Registrant Number

- a. Field Number: 1
- b. Field Name: *reporting registrant number*
- c. Field Length: 9 Characters
- d. Positions/Columns: 1-9
- e. Type: Alphanumeric
- f. Special Rules:
 - 1. Mandatory Entry
 - 2. Use Capital Letters for Alphabetic Data
 - 3. Position/Column 1 is always 'P' or 'R'

5.3.3 Discussion: Reporting Registrant Number

A central reporter uses its own registrant reporting number when reporting for itself and the subsidiaries's registrant reporting number when reporting for a subsidiary.

5.4 TRANSACTION CODE

5.4.1 Definition: Transaction Code

The *transaction code* is a single-character field which identifies each specific ARCOS-reportable activity.

5.4.2 Specifications: Transaction Code

- a. Field Number: 2
- b. Field Name: *transaction code*
- c. Field Length: 1 Character
- d. Position/Column: 10
- e. Type: Alphanumeric

f. Special Rules:

1. Only Specific Codes Permitted
2. Mandatory Entry
3. Use Capital Letters for Alphabetic Data

5.4.3 Discussion: Transaction Code

Manufacturers and distributors are responsible for reporting all ARCOS activities and inventories.

The *transaction code* field identifies the reporting registrant's controlled substance acquisitions, dispositions, inventories, and miscellaneous transactions. The transaction codes listed below have been grouped into four categories for ease in selecting the correct code under which to report a specific business or manufacturing activity. These four categories are: inventory, acquisition, disposition, and miscellaneous. They are discussed in detail in Section 5.5 through 5.7. See Appendix 1, ARCOS Transaction Matrix: Automated Reports or Appendix 2, ARCOS Transaction Matrix: Manual Reports, to determine which fields must be completed for a specific *transaction code*.

Inventory Transaction Codes

transaction code 1: Schedule Change Inventory
transaction code 3: Year-End Inventory
transaction code 4: Year-End In-Process Inventory (manufacturers only)
transaction code 5: Special Inventory
transaction code 8: No Year-End Inventory

Acquisition Transaction Codes (Increases to Inventory)

transaction code P: Purchase or Receipt
transaction code R: Return
transaction code V: Unsolicited Return
transaction code G: Government Supplied
transaction code W: Recovered Waste (manufacturers only)
transaction code M: Manufactured (manufacturers only)
transaction code L: Reversing (manufacturers only)
transaction code J: Return of Sample to Inventory (manufacturers only)

Disposition Transaction Codes (Decreases to Inventory)

transaction code S: Sale, Disposition, or Transfer
transaction code Y: Destroyed
transaction code T: Theft
transaction code Z: Receipt by Government (seizures, samples, etc.)
transaction code N: Nonrecoverable Waste (manufacturers only)
transaction code U: Used in Production (manufacturers only)
transaction code Q: Sampling (manufacturers only)
transaction code K: Used in Preparations (manufacturers only)

Miscellaneous Transaction Codes

transaction code 7: No ARCOS Activity for the Current Reporting Period
transaction code F: Reorder DEA Form 333
transaction code X: Lost-in-Transit

5.5 INVENTORY TRANSACTION CODES

Transaction code 1, Schedule Change Inventory; *transaction code 3*, Year-End Physical Inventory; *transaction code 4*, In-Process Inventory; and *transaction code 5*, Special Inventory are used when reporting inventory data to DEA (ARCOS).

5.5.1 Code 1: Schedule Change Inventory

Transaction code 1, Schedule Change Inventory, is used when reporting bulk or dosage form products that become reportable controlled substances due to a controlled substance schedule change. Specific instructions will be provided by DEA (ARCOS) when a controlled substance schedule change affecting ARCOS reporting occurs.

Example:

Prior to March 21, 1991, glutethimide was a Schedule III controlled substance which was only reportable by ARCOS registrants actually manufacturing the drug. On March 21, 1991, glutethimide became a Schedule II controlled substance. At this point, glutethimide became reportable by all ARCOS registrants. All ARCOS registrants not previously reporting this controlled substance were required to report a Schedule Change Inventory Transaction (*transaction code 1*), if glutethimide was in their inventory on March 21, 1991.

Acquisition After Report

ARCOS registrants acquiring new stock after a Schedule Change Inventory report has been submitted, report this new stock as a "purchase" (*transaction code P*) or as another type of acquisition transaction when reporting that period's activities.

Out-of-Stock or Do Not Carry

ARCOS registrants that carry a newly-reportable controlled substance, but are out-of-stock **or** ARCOS registrants that do not carry a newly-reportable controlled substance **must not** report a Schedule Change Inventory. If an ARCOS registrant acquires the newly-reportable controlled substance at a later date, this acquisition would be reported as a "purchase" (*transaction code P*) or as another type of acquisition transaction when reporting that period's activities.

Exhibit 5.4: Schedule Change Reporting Requirements, summarizes reporting requirements when a controlled substance schedule change makes a formerly non-reportable controlled substance reportable.

Inventory Status	ARCOS Transaction Code	Submission Required
Out-of-stock	None	Schedule Change Inventory Not Required
In-stock	<i>transaction code 1</i>	Schedule Change Inventory Required
Received After Schedule Change Date	<i>transaction code P</i> or Other Applicable Acquisition Code	Schedule Change Inventory Not Required

Exhibit 5.4: Schedule Change Reporting Requirements

5.5.2 Code 3: Year-End Physical Inventory

All ARCOS registrants are required to take a **physical**, year-end inventory (YEI). This inventory **must** reflect the **actual amount** of **each** reportable controlled substance on the registrant's premises as of the close of business on December 31st of **each** year. This is the **only valid date** which is accepted for *transaction code 3*. If the year-end inventory report is **not** dated December 31, the *transaction record* is **rejected**. If year-end inventory transactions are included in the December or fourth quarter report, the reporting registrant **must** write "YEI INCLUDED" in the "Notes" block of the bar code label. This indicates that the December or fourth quarter report also contains the year-

end inventory report and will **prevent** the registrant from being placed in a delinquent reporting status.

5.5.3 Code 4: Year-end In-process Inventory

On December 31st of each year, a manufacturer may have some quantities of controlled substances that are still in the manufacturing production chain (i.e., not in a bulk or finished dosage form). The amount of controlled substance at this stage of the production chain is termed an "In-process Inventory" *quantity*. Year-end In-process Inventory is reported using *transaction code 4*. The Year-end In-process Inventory is to be taken at the close of business on December 31st of the reporting year. This is the **only date** which will be accepted for transaction code 4. See Section 6, Manufacturing Activities, for examples of In-process Inventory reporting.

5.5.4 Code 5: Special Inventory

A Special Inventory is any inventory other than a Year-end, Year-end In-process, or Schedule Change Inventory being taken at the **direction** of DEA. Report a Special Inventory using transaction code 5.

5.5.5 Code 8: No Year-End Inventory

Transaction code 8 is used to report zero (0) year-end inventory. If, at the close of business on December 31st, an ARCOS registrant has no (i.e., zero) **physical** inventory for **all** the reportable controlled substances that it handles, the firm **must** report this **lack** of physical inventory to DEA (ARCOS). It is **not** necessary to report the lack of inventory for each reportable controlled substance that the firm has handled through the year. A single transaction code 8 is sufficient. The "no-year-end inventory" report will **prevent** DEA (ARCOS) from placing the registrant in a delinquent reporting status. *transaction code 8* requires the following fields:

- *reporting registrant number*
- *transaction code 8*
- *transaction date* (December 31st of each year)
- *transaction Identifier*

5.6 ACQUISITION TRANSACTION CODES

An ARCOS registrant can acquire controlled substances by buying them, by having previously sold controlled substances returned, or by receiving them from the government. If the ARCOS registrant is a manufacturer, the registrant can acquire controlled substances by four additional means: (1) manufacturing them, (2) recovering them from manufacturing waste, (3) having samples of controlled substances returned, or (4) by decomposing a substance into its component substances; one of which is a controlled

substance. Acquisitions of controlled substances, irrespective of the manner in which they are acquired, increase the ARCOS registrant's inventory.

5.6.1 Code P: Purchase or Other Receipt

Transaction code P, purchase or other receipt, is used to report controlled substance acquisitions under three different scenarios:

- a. The acquisition of a controlled substance by one ARCOS registrant from another.
- b. The transfer of a controlled substance from one physical location to another.
- c. Establishing the initial stock on hand of a controlled substance for a new ARCOS registrant.

Controlled substances that are ***shipped directly*** from a supplier to an ARCOS registrant's customer (third party shipments) and are ***never physically on the registrant's premises***, (i.e., a drop shipment) are reported to DEA (ARCOS) by the supplier and the recipient. The ARCOS registrant ***must not*** report these transactions.

5.6.2 Code R: Return

Transaction code R is used to report the receipt of returned controlled substances when the manufacturer or distributor ***requests*** their return. Returns reported under *transaction code R* do ***not*** necessarily involve a monetary transaction. Reportable controlled substances received by a supplier may include substances being returned for credit, salvage, re-work, or non-GMP (good manufacturing process) quality, as well as outdated or unused controlled substances.

5.6.3 Code V: Unsolicited Return

Transaction code V is used to report the receipt of an unsolicited return of a reportable controlled substance. An "unsolicited return" is a return that has ***not*** been ***requested*** by the manufacturer or distributor. The situations needing *transaction code V* are described below and summarized in Exhibit 5.5: Using Transaction Code V.

UNSOLICITED RETURN					
	SHIPPER'S IDENTITY	SCHEDULE	ORDER FORM NUMBER REQUIRED?	TRANSACTION CODE	ASSOCIATE REGISTRANT NUMBER ENTRY
1	Unknown	III narcotic	NO	V	"UNKNOWN"
2	Unknown	I, II	YES	V	"UNKNOWN"
3	Known	III narcotic	NO	V	USE SHIPPER'S DEA REGISTRATION NUMBER
4	Known	I, II	YES	V	USE SHIPPER'S DEA REGISTRATION NUMBER

Exhibit 5.5: Using Transaction Code V

Unknown Shipper

- a. Use *transaction code V* when a Schedule III narcotic shipment is received **without** any identifying markings indicating the name of the firm that shipped the drugs. In the *associate registrant number* field (Field 7), enter "**UNKNOWN**" in all **capital letters** and **left justified**.
- b. Use *transaction code V* when a Schedule I or II product is received **without** the prior issuance of an order form (U.S. Official Order Forms - Schedules I & II) DEA Form 222, **and without any** identifying markings indicating the name of the firm that shipped the product. In the *associate registrant number* field (Field 7), enter "**UNKNOWN**" in all **capital letters** and **left justified**. Additionally, a DEA Order Form Number **must** be acquired to cover the shipment. An "after-the-fact" DEA Order Form Number **must** be issued by the receiving firm using its **own blank** Order Form, **after** obtaining approval from the local DEA field office.

Known Shipper

- c. Use *transaction code V* when a Schedule III narcotic shipment is received **without** prior notification and the shipper is **known**. If the registrant decides to keep the shipment, the registrant must obtain the approval of the local DEA field office. The **shipper's** DEA Registration Number is entered into the *associate registrant number* field (Field 7).

- d. Use *transaction code V* when a Schedule I or II shipment is received **without** the prior issuance of an order form, DEA Form 222, and the shipper is **known**. When such a shipment is received, the recipient firm **must**: (1) obtain the approval of the local DEA field office to issue an "after-the-fact" DEA order form number and (2) issue the DEA order form number using its **own blank** order form. The **shipper's** DEA registration number is entered into the *associate registrant number* field (Field 7) and the order form number is entered in the *DEA order form number* field (Field 8).

5.6.4 Code G: Government Supplied

Transaction code G is used when the government supplies controlled substances or returns seized materials or samples to the reporting registrant. The registration number of the DEA or FDA divisional office is required in the *associate registrant number* field (Field 7). Contact your local DEA office to obtain the appropriate associate registrant number, if it is **unknown**.

5.6.5 Manufacturing Acquisition Codes

The following acquisition transaction codes are discussed in Section 6, Manufacturing Activities:

<i>transaction code W</i>	Recovered Waste (Manufacturers Only)
<i>transaction code M</i>	Manufactured (Manufacturers Only)
<i>transaction code L</i>	Reversing (Manufacturers Only)
<i>transaction code</i>	Return of Sample to Inventory (Manufacturers Only)

5.7 DISPOSITION TRANSACTION CODES

Controlled substances can be sold, destroyed, taken by the government, or stolen (theft). Under the manufacturing process there are a number of additional ways to dispose of controlled substances: (1) non-recoverable waste, (2) used in manufacturing, (3) distribution of samples, and (4) used in preparations. Dispositions of controlled substances, irrespective of the manner in which they are disposed, decrease the ARCOS registrant's inventory.

5.7.1 Code S: Sale, Disposition, or Transfer

Transaction code S is used when a controlled substance is physically transferred to another DEA registrant. This is **not** necessarily a monetary transaction. Samples to customers are included in this category. However, a sample that does **not** leave the ARCOS registrant's premises is reported as a *transaction code Q*. See Section 6, Manufacturing Codes. The sale of reportable controlled substances reduces the manufacturer's or distributor's inventory.

In cases where a controlled substance is shipped directly from a supplier to an ARCOS registrant's customer and is **never physically** on the registrant's premises (e.g., the registrant only does the billing), the registrant **must not** report the transaction. The supplier and the recipient do the reporting.

5.7.2 Code Y: Destroyed

Transaction code Y is used for reporting authorized destructions of controlled substances. Enter the registration number of the local DEA area office in the *associate registrant number* field (Field 7). If necessary, contact the DEA area office or the Data Systems Unit (ARCOS) to obtain the DEA registration number. For all destructions, DEA Form 41, Registrants Inventory of Drugs Surrendered, **must** be filed with the local DEA area office. Exhibit 5.6: DEA Form 41, contains a sample form.

Exhibit 5.6: DEA Form 41

5.7.3 Code T: Theft

Transaction code T is used to report controlled substances ***stolen from your premises***. This does not eliminate the requirement to prepare an official theft report, U.S. Department of Justice, Drug Enforcement Administration, Report of Theft or Loss of Controlled Substances, DEA Form 106. Contact your local DEA office for further details. See Section 5.8.3 Code X, for in-transit theft or loss. Exhibit 5.7: DEA Form 106, contains a sample theft report form.

transaction record/section 5.0

U.S. DEPARTMENT OF JUSTICE / DRUG ENFORCEMENT ADMINISTRATION
REPORT OF THEFT OR LOSS OF CONTROLLED SUBSTANCES

Federal Regulations require registrants to submit a detailed report of any theft or loss of Controlled Substances to the Drug Enforcement Administration.
Complete the front and back of this form in triplicate. Forward the original and duplicate copies to the nearest DEA Office. Retain the triplicate copy for your records. Some states may also require a copy of this report.

DEA APPROVAL
No. 11170001

DEA MANUAL AUTHORITY
Division Investigations 6124
PFS: 636-00

1. NAME AND ADDRESS OF REGISTRANT (Include ZIP Code)

2. PHONE NO. (Include Area Code)

3. DEA REGISTRATION NUMBER

4. DATE OF THEFT OR LOSS

5. PRINCIPAL BUSINESS OF REGISTRANT (Check one)

6. COUNTY IN WHICH REGISTRANT IS LOCATED

7. WAS THEFT REPORTED TO POLICE?

8. NAME AND TELEPHONE NUMBER OF POLICE DEPARTMENT (Include Area Code)

9. NUMBER OF THEFTS OR LOSSES REGISTRANT HAS EXPERIENCED IN THE PAST 24 MONTHS?

10. TYPE OF THEFT OR LOSS (Check one and complete items below as appropriate)

11. IF ARMED ROBBERY, WAS ANYONE:

12. PURCHASE VALUE TO REGISTRANT OF CONTROLLED SUBSTANCES TAKEN?

13. WERE ANY PHARMACEUTICALS OR MERCHANDISE TAKEN?

14. IF LOST IN TRANSIT, COMPLETE THE FOLLOWING:

15. WHAT IDENTIFYING MARKS, SYMBOLS, OR PRICE CODES WERE ON THE LABELS OF THESE CONTAINERS THAT WOULD ASSIST IN IDENTIFYING THE PRODUCTS?

16. IF OFFICIAL CONTROLLED SUBSTANCE ORDER FORMS (DEA-222) WERE STOLEN, GIVE NUMBERS

17. WHAT SECURITY MEASURES HAVE BEEN TAKEN TO PREVENT FUTURE THEFTS OR LOSSES?

LIST OF CONTROLLED SUBSTANCES LOST

Trade Name of Substance or Preparation	Name of Controlled Substance in Preparation	Dosage Strength and Form	Quantity
Example: Desoxyn	Methamphetamine Hydrochloride	8 Mg Tablets	3 x 100
Example: Demerol	Morphone Hydrochloride	50 Mg/ml Vial	5 x 30 ml
Example: Roxitracin A-C	Cocaine Phosphate	2 Mg/oz Liquid	12 Pints
1.			
2.			
3.			
4.			
5.			

LIST OF CONTROLLED SUBSTANCES LOST

Trade Name of Substance or Preparation	Name of Controlled Substance in Preparation	Dosage Strength and Form	Quantity
Example: Desoxyn	Methamphetamine Hydrochloride	8 Mg Tablets	3 x 100
Example: Demerol	Morphone Hydrochloride	50 Mg/ml Vial	5 x 30 ml
Example: Roxitracin A-C	Cocaine Phosphate	2 Mg/oz Liquid	12 Pints
1.			
2.			
3.			
4.			
5.			

AUTHORITY: Section 302
PURPOSE: Report theft or loss of controlled substances.
ROUTINE USES: The form required for statistical purposes is made to the following:
A. Other Federal law enforcement agencies.
B. State and local law enforcement agencies.
EFFECT: Failure to report to the nearest DEA Office under Section 302 and 303.

DEA Form 106 (Rev. 1985)

Exhibit 5.7: DEA Form 106

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5.7.4 Code Z: Receipt by Government or Seizures

Transaction code Z is used to report the transfer (e.g., samples or seizure) of reportable controlled substances from a manufacturer or distributor to a government official.

When a controlled substance is received by an agent of DEA or FDA, the DEA registration number of their Area Office must be entered in the *associate registrant number* field (Field 7). “**OFFICER**” is the entry in Field 7 for any other non-registered government official such as a customs officer; an agent of the Bureau of Alcohol, Tobacco, and Firearms; or state and local police officers. This entry **must be** in all **capital letters** and **left justified** within Field 7.

5.7.5 Manufacturing Disposition Codes

The following disposition transaction codes are discussed in Section 6, Manufacturing Activities:

transaction code N	Nonrecoverable Waste (Manufacturers Only)
transaction code U	Used in Production (Manufacturers Only)
transaction code Q	Sampling (Manufacturers Only)
transaction code K	Used In Preparations (Manufacturers Only)

5.8 MISCELLANEOUS TRANSACTION CODES

5.8.1 Code 7: No ARCOS Activity for the Current Reporting Period

Transaction code 7 is used to report the lack of controlled substance activity for the **current** reporting period. This **lack** of activity **must be reported** to DEA (ARCOS). *transaction code 7* is used when there has been **no business activity for any and all** controlled substances during the reporting period. It is not necessary to report no (i.e., zero) activity for each NDC product; a single *transaction code 7* will suffice. Submitting a *transaction code 7* will prevent DEA from placing the ARCOS Registrant in a delinquent reporting status. *Transaction code 7* requires the following fields:

- *reporting registration number*
- *transaction code 7*
- *transaction date* (last day of the reporting period)
- *transaction identifier*

5.8.2 Code F: Reorder DEA Form 333

Transaction code F is used to re-order a supply of DEA Form 333. The quantity requested cannot exceed 500 sheets for any single re-order. When the *quantity* field (Field 5) is left blank 100 forms will be sent. Complete only the following fields:

Field 1:	<i>reporting registrant number</i>
Field 2:	<i>transaction code F</i>
Field 5:	<i>quantity</i>
Field 14:	<i>transaction identifier</i>

5.8.3 Code X: Lost-in-Transit

Transaction code X is used by the seller to report the loss or theft of an in-transit shipment of a reportable controlled substance. It is reported **in addition** to the normal sales transaction (*transaction code S*). *Transaction code X* is an **explanatory** transaction code which does **not** affect an ARCOS registrant's inventory. Enter the DEA registration number of the intended purchaser in the *associate registrant number* field (Field 7). If the product lost in transit was a Schedule I or II controlled substance the selling ARCOS registrant **must** file an official theft report, U.S. Department of Justice, Drug Enforcement Administration, Report of Theft or Loss of Controlled Substances, DEA Form 106, with the local DEA office. Exhibit 5.7: DEA Form 106, contains a sample theft report form. If the ARCOS registrant purchasing the product still wants it, this registrant **must** supply a **new** order form with a **new** DEA order form number to **replace** the original one.

5.9 ACTION INDICATOR (Formerly DELETE INDICATOR)

5.9.1 Definition: Action Indicator

The *action indicator* was formerly called the *delete indicator*. The name has been changed to reflect the fact that the function of this field has been expanded.

The *action indicator* is a single-character field which initiates three different ARCOS data base operations: (1) the deletion of a *transaction record*, (2) the revision (adjustment) of **data** in a *transaction record*, and (3) the insertion of a late *transaction record*. These three data base operations are components of ARCOS error processing. Section 7.5, Correcting Transaction Records, contains a full discussion of the error processing.

5.9.2 Specifications: Action Indicator

- a. Field Number: 3
- b. Field Name: *action indicator* (Formerly *delete indicator*)
- c. Field Length: 1 Character
- d. Position/Column: 11
- e. Type: Alphabetic
- f. Special Rules:
 - 1. Code "D" to delete a *transaction record*
 - 2. Code "A" to adjust (revise) ***data*** in a *transaction record*
 - 3. Code "I" to insert (add) a late *transaction record*
 - 4. Use only capital letters
 - 5. Leave blank when unused

5.9.3 Discussion: Action Indicator

See Section 7.5, Correcting Transaction Records for additional *action indicator* instructions.

5.10 NATIONAL DRUG CODE (NDC)**5.10.1 Definition: NDC**

The National Drug Code (NDC) used by ARCOS is an 11-character code that identifies controlled substance products. This code is divided into three segments: the labeler code, the product code, and the package size code. General specifications are presented in Section 5.10.2, Specifications: NDC, followed by detailed specifications for each segment.

5.10.2 Specifications: NDC

- a. Field Number: 4
- b. Field Name: NDC Number
- c. Field Length: 11 Characters
- d. Positions/Columns: 12-22
- e. Type: Alphanumeric
- f. Special Rules:
 - 1. Always coded except for *transaction codes 7, 8, and F*.
 - 2. Entries must be made in each segment (Labeler Code, Product Code, Package Size Code).